

**CLASS TITLE: HOME CONFINEMENT COORDINATOR**

**Class Code: 02567500**

**Pay Grade: 33A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the coordination and supervision of the Department of Corrections' home confinement program including program services, personnel, policies and procedures affecting the administration of the program; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with some latitude for the exercise of independent judgement and initiative; work is reviewed through reports and consultations.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of a subordinate staff to ensure conformance to established policies and procedures and results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the coordination and supervision of the Department of Corrections' home confinement program including program services, personnel, policies and procedures affecting the administration of the program.

To administer, monitor and evaluate various home confinement components including inmate screening, selection, placement, assessment and termination of individual confinement services.

To act as a liaison between the department, the providers of home confinement services and criminal justice agencies in the exchange of records and information, referrals of home confinement candidates, inmate confinement status and performance reports, and procedures relative to the termination of inmate confinement privileges.

To participate in the formulation of policies, procedures, regulations and proposed legislation related to the home confinement program.

To be responsible for reviewing and evaluating the effectiveness of the home confinement program and to make recommendations to a superior for necessary program modifications in order to improve or maintain the objectives and services provided.

To coordinate the home confinement application and petition process with departmental personnel and the criminal justice system and to coordinate any further motions or hearings required.

To assist in monitoring and evaluating contracted services including cost effectiveness, quality of services, program outcome and overall contract conformity.

To be responsible for the preparation of administrative reports summarizing program activities, including the number of eligible cases for home confinement, results of investigations, home confinement population and the outcome of positive and negative terminations.

To prepare and submit to superior, on a monthly basis, information required by law regarding the number of adjudged persons, sentenced persons and detainees within the home confinement system.

To assist the classification board as needed.

To attend various meetings relative to the operation and objectives of the home confinement program.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of principles and practices involved in community confinement; the ability to coordinate the activities and services required to implement and maintain a home confinement program; a thorough knowledge of state and federal laws relative to home confinement, and the ability to apply such laws in the coordination of services and

program activities; a thorough knowledge of the principles and techniques in correctional, custodial and rehabilitative work, as well as departmental regulations; the ability to evaluate the effectiveness of home confinement services and to make recommendations concerning program improvements; the ability to serve in a liaison capacity between the department, home confinement providers and the criminal justice system; the ability to supervise and review the work of subordinates engaged in performing home confinement activities; the ability to prepare extensive written reports; the ability to establish and maintain effective working relationships with superiors, subordinates, the community and representatives from the criminal justice system; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in criminology, social work, psychology, sociology, education or public administration; and Experience: Such as may have been gained through: considerable employment in a responsible position in a correctional institution involving the counseling, coordination and supervision of correctional services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

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